

## ARLINGTON YOUTH AND YOUNG ADULT BOARD

### **Section 1. Establishment and Purpose of the Arlington Youth and Young Adult Board**

A. The Board shall strive to engage with all of the youth and young adult residents of Arlington in so as to increase their awareness of their local government and their participation in all aspects of it. The Board shall also act as a conduit of issues and concerns of the youth and young adult population to Town Meeting, the Select Board, the School Committee, and the Town Manager.

B. The Board shall be composed of a “Standing Committee” which shall serve as the coordinating and policy-making body and any number of working groups which will work with and report to the Standing Committee. The working groups, as well as any necessary ad hoc committees, may be established and disbanded by a vote of the majority of the Standing Committee members (or as consistent with Section 2 of this bylaw).

### **Section 2. Standing Committee Membership, Quorum, Administration & Organization**

A. The Standing Committee shall consist of up to 21 voting members appointed pursuant to subsection (1) below and a liaison from the Select Board who is the Secretary and non-voting member. A quorum shall consist of a majority of the current voting Standing Committee Members, and all actions shall be made pursuant to a majority vote of members in attendance. The Committee shall organize for the conduct of its affairs and shall elect its own officers.

#### **1. Standing Committee Membership**

a. Two (2) Standing Committee members shall be selected from each of the town’s 21 precincts by its Town Meeting Members, and these two (2) members shall reside in the respective precincts of the Town Meeting Members

i. One (1) Standing Committee member from each precinct shall range in age from 12 years through 20 years. That Standing Committee member shall be recognized as the “Youth Member” for that precinct.

ii. One (1) Standing Committee member from each precinct shall range in age from 21 years through 39 years (40 years minus 1 day). That Standing Committee member shall be recognized as the “Young Adult Member” for that precinct.

b. The first selection of representatives from each precinct shall be conducted by lottery from all names submitted directly to the Select Board office by any youth or young adult from their respective precinct or by any Town Meeting Member on their behalf.

c. Terms shall be for two (2) years.

d. Within 18 months of the first meeting of the Standing Committee, a presentation will be made to the Select Board seeking its approval for the process determined by the Standing Committee for selecting its subsequent cohort of members

e. For one (1) year of a Standing Committee member's term that member will be designated as the alternate, and that member shall vote in Standing Committee meeting only with when the other Standing Committee from the same precinct is absent.

f. Only the non-alternate is required to attend Standing Committee meetings.

g. If Town Meeting Members fail to fill vacancies within three (3) months, the Secretary shall work with the Select Board staff to fill the vacancy with a resident from the respective precinct(s).

h. If no representative from a precinct attends a Standing Committee for six (6) months, the Secretary shall notify the Town Meeting Members from the respective precinct and being the process of replacing the absent representative with two (2) other representative for either the rest of the term, if over one (1) year, or for two (2) years plus the remainder of the term, if under one (1) year

## 2. Standing Committee Quorum

A quorum requires eleven (11) representatives from eleven (11) of the twenty-one (21) precincts. Only one (1) representative from each precinct may participate in the meeting as a member of the Standing Committee. Both representatives may attend any Standing Committee meeting, and both may speak when called upon by the Chair.

## 3. Voting

At a Standing Committee meeting, each precinct shall have only one vote that is cast by the either representative of that precinct.

## 4. Chair and Vice Chair

a. Upon convening the first meeting and on the anniversary of that meeting, thereafter, the first order of business shall be the selection of two (2) Co-Chairs

b. One (1) chair shall be a Youth representative, and one (1) chair shall be a Young Adult representative.

c. The term for each Co-Chair shall be one (1) year.

d. Whether there shall be term limits for the Co-Chair positions shall be determined by all representatives, both alternates and non-alternates, on the third anniversary of the first meeting.

## 5. Required Meetings

For the first two (2) years, the Standing Committee shall meet at least six (6) times per year at the dates of its choosing.

## 6. Open Meeting Law

Standing Committee Meetings shall comply with Massachusetts' Open Meeting Law

### **Section 3. Task Groups**

- A. The Standing Committee may authorize the creation of Task Groups on any subject at any time of its choosing.
- B. Members of Task Groups shall range in age between 12-39.
- C. Members of Task Groups may or may not be members of the Standing Committee and may or may not be Youth or Young Adult representatives from the precincts.
- D. One (1) Youth and one (1) Young Adult member of the Standing Committee shall function as Co-Chairs for the first three (3) meetings of a Task Group, and they shall administer the election of the first Chair or Co-Chairs of Task Group at the Task Group's fourth meeting.
- E. Eligibility to vote on administrative and procedural matters shall require a minimum attendance at three (3) meetings within the previous twelve (12) months or since the inception of the task group (whichever is shorter).
- F. With no requirement of a formal membership, Task Groups are not subject to the Open Meeting Law. Nonetheless, Task Groups shall:
  - 1. Post announcements (agendas are optional) of their meeting at least two (2) business days before the meeting
  - 2. Keep minutes of their meetings for presentation to the Standing Committee.
- G. Votes on non-administrative or non-procedural matters by a Task Group shall require review by the Standing Committee or an Ad Hoc Committee of the Standing Committee
- H. At least annually, following the election of its Co-Chairs, one or both Co-Chairs shall submit a report that includes the minutes and anything else of note to the Standing Committee.
- I. If a Task Group does not meet for twelve (12) consecutive months and does not submit a report to the Standing Committee, it shall be considered inactive and defunct.

### **Section 4. Ad Hoc Committees**

- A. The Standing Committee may authorize the creation of Ad Hoc Committees on any subject at any time of its choosing.
- B. Members of Ad Hoc Committees shall range in age between 12-39.

C. Members of Ad Hoc Committees are determined by the Standing Committee and shall not consist of more than 10 members of the Standing Committee

D. Members of Ad Hoc Committees may or may not be members of the Standing Committee and may or may not be Youth or Young Adult representatives from the precincts.

E. One (1) Youth and/or one (1) Young Adult member of the Standing Committee shall function as the Chair of Co-Chairs of an Ad Hoc Committee.

F. Since the number of Standing Committee members on an Ad Hoc Committee is less than a quorum, Ad Hoc Committees are not subject to the Open Meeting Law. Nonetheless, Ad Hoc Committees shall:

1. Post announcements (agendas are optional) of their meeting at least two (2) business days before the meeting
2. Keep minutes of their meetings for presentation to the Standing Committee.

G. Ad Hoc Committees are charged with specific task and are expected to complete their tasks within a pre-determined amount of time.

H. Upon the completion of their tasks, Ad Hoc Committees are disbanded.

## **Section 5. Duties and Responsibilities**

The Arlington Youth and Young Adult Board shall endeavor to:

- A. Make its existence and purpose known to all youth and young adults in Arlington;
- B. Create a welcoming environment that celebrates diversity, embraces inclusiveness, and provides equitable opportunities for participation by all youth and young adults in all aspects of Arlington;
- C. Survey all youth and young adults on a regular basis;
- D. Advise the town and its other boards, commissions, committees, Boards, and task groups on issues pertaining to youth and young adults;
- E. Accept gifts, contributions and bequests of funds from individuals, foundations, and from federal, state or other governmental bodies for the purpose of furthering the Board's purposes; and
- F. Take all actions which in its judgment will further the purposes for which it was established consistent with the above.

## **Section 6. Contributions to the Board**

The Board may accept contributions, grants and appropriations from other governmental agencies and from civic and charitable foundations, trusts and other organizations, private or public, to effectuate the policy of this Bylaw.

## **Section 7. Construction of Bylaw**

The provisions of this Bylaw shall be construed liberally for the accomplishment of the purposes hereof. Nothing herein shall be construed to limit civil rights granted or hereinafter afforded by federal or state law.

## **Section 8. Effect of State and Federal Law**

A. Nothing in this Bylaw shall be deemed to exempt or relieve any person from any liability, duty, penalty or punishment provided by any present or future law of the Commonwealth of Massachusetts or the United States of America.

B. Any remedies provided by this Bylaw shall be cumulative with any other remedies provided by local, state or federal law.

## **Section 9. Severability**

Should any section, provision, paragraph, sentence or word of this Bylaw be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of this Bylaw as a whole, or any part thereof, which shall remain in full force and effect, other than the portion so declared to be invalid.